

Governor Gray Davis • Business, Transportation and Housing Secretary Maria Contreras Sweet • Caltrans Director Jeff Morales

## A Caltrans Program to Accelerate Project Delivery and Improve Design Excellence



*Here's a new set of ideas to help speed your Caltrans projects along . . . These implementation steps and guides to policies and procedures are part of an overall effort to speed delivery while maintaining the excellence of our design products. They have been distilled from the work of various task forces, quality efforts, legislative initiatives and thoughts by serious thinkers in Design, Environmental, Right of Way, Local Projects, the Service Centers and Construction. To learn more about them, check out the Internet at <http://www.dot.ca.gov/hq/oppd/projaccel/index.htm> for information on other acceleration efforts.*

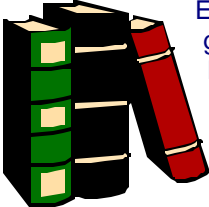
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**Callouts, charts can save time on projects . . .** Got a project that involves modifying existing highway planting and irrigation systems? Show removal of plant or irrigation material with callouts or charts on the plans. Or describe the removal in the special provisions by location, type and quantity. Information regarding removed materials does not benefit maintenance or future contracts and is not needed on the as-built plans . . . a good way to eliminate difficulties with fitting removal and new work graphically on the same sheet. **Better yet**, it eliminates a set of removal plans. To find out more, check with **Suzy Namba**, HQ Landscape Architecture, 8-454-2594.



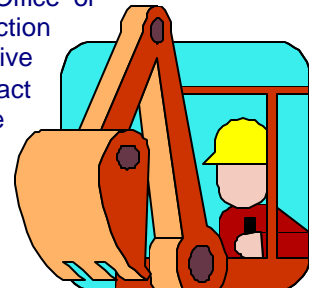
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**One-Stop Environmental Shopping . . .** Used to be, if you wanted to know how to write an environmental document, you'd have to run through a shelf-full of books: the Environmental Manual, Environmental Handbook, Local Assistance Procedures Manual and various federal guidance. **But we're webberizing:** Caltrans is developing a "Standard Environmental Reference" or SER that summarizes guidance materials and is linked to the full text of all laws and regulations available on other State and federal web sites. It's where the experts can agree on the information, analysis and content acceptable in each subject area for environmental documents. *We think it'll shorten project development time, save on resources and agency review time.* . . Caltrans and FHWA staff and local agencies is developing the SER. Target web date is late summer, 2000. **Interested? Call Barbara McDonnell, 8-453-7946, or Germaine Belanger, 8-453-5800).**



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**Watch This Space . . .** Getting highways built and open to traffic quickly, efficiently and with as few problems as possible is what the Construction Program is all about. These days, Construction's Office of Business Management is at work to identify and flowchart all primary construction processes – **kinda like tracing the human genome**. The review has identified five major systems for future automation - all over the Internet. **The goal:** recognize and act on opportunities to accelerate construction projects where practical . . . make operations work more smoothly *and* provide good customer service in Field Offices, District Offices and Headquarters. Watch for future articles. **Got ideas? E-mail Construction's Jim\_Cotey@dot.ca.gov.**



## Accel/Excel Newsletter . . . A Caltrans Initiative To Accelerate its Excellence

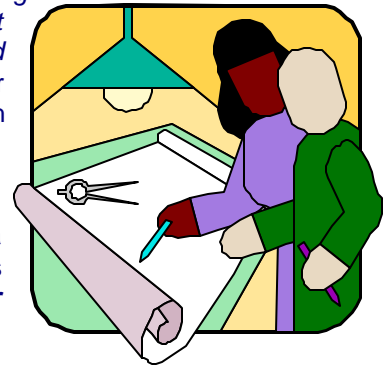


**Do it early, do it right . . .** For the past several months, HQ and district folks have been trying to figure out how to reduce those nagging scope, cost and schedule changes that drive everybody crazy. **The conclusion?** Tie things down earlier: *geometrics development, mapping and surveys, drainage studies, hazardous waste studies, foundation studies, utility studies, geotechnical and materials reports all move earlier. . . .* **Decisions too:** Complete these before project approval: final geometrics, design exceptions, railroad, utilities and local agency studies, structures preliminary report and General Plan, traffic electrical, local agency concurrences, and transit and bus requirements. What's next? The study goes on now to look at the feasibility of implementing these changes. **To learn more, check with Terry Abbott at 8-453-0253.**

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**You've got a friend at Caltrans . . .** You're a city, county, tax measure authority, developer or somebody else, working on a State Highway and you need help. *The Caltrans Engineering Service Center's Office of Special Funded Projects provides technical support so structures designed outside Caltrans conform to our Policies, Standards and Practices.* The office can advise you from inception through completion of your project, make recommendations about project scope, help you deal with consultants, and review structures-related plans, specifications and estimates. They'll help resolve project issues related to Geology, Hydrology, Maintenance, Construction, Specifications, etc. Also, they **must** approve all structures-related documents. **Check with Andre Boutros**, Office Chief, at Calnet 8-485-7176 for a list of Liaison Engineers. Outside? Call (916) 445-7176, or visit the Caltrans **Intranet** at <http://onramp.dot.ca.gov/hq/esc/earthquake/officespecialproj.htm>, or <http://www.dot.ca.gov/hq/esc/osfp/> on the **Internet**:

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**The More You Know Us . . .** Caltrans is a big place with lots of different engineering and other disciplines. And the best way to get to know them is to spend time on rotation . . . Guidelines for the Transportation Engineer (Civil) Rotation Program are out. *The program is mandatory for permanent, full time civils hired after May 19, 2000, optional for those hired between June '98 and that date.* **It's great for everybody:** the department gets savvy engineers who know the whole scheme of things rather than a little corner, and you get to look at some interesting choices for your career track. Best of all, taxpayers, in the long run, get better projects. **Want to know more? Check with your district Rotation Coordinator.**

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**This old house ...** You've heard the old saying: "Why would anyone use a sledgehammer to swat a fly?" Like using the entire right of way rigmarole recently implemented a snazzy new of Way agent to get those low-value just brings a Draft Purchase Order \$2,500 or less and has the authority to immediate payment. **Bingo. Want to of Way office.**



to buy a little bitty hunk of land? Right of Way one-call acquisition process that allows a Right parcels acquired all in one swoop. The agent along on the first call for parcels that cost conclude the acquisition on the spot with know more? **Check with your District Right**